

Chapter 20
Heating, Ventilating and Air Conditioning
(Rep. & recr. #30-88)

20.03 License (Am. #2020-19)

(1) REQUIRED. No corporation, limited partnership, partnership, sole proprietor or individual shall install, service, alter, modify or replace permanent heating, ventilating or air conditioning (HVAC) equipment without possessing a Wisconsin HVAC Qualifier Credential or a City of Waukesha Heating Contractor License as permitted by this section. Any person performing such work without possessing a Wisconsin HVAC Qualifier Credential or City of Waukesha Heating Contractor License shall be subject to a penalty as provided in §25.05 of this Municipal Code.

(2) EXCEPTIONS.

(a) (Am. #56-96) Persons desiring to install, alter or service their own heating and ventilating system in a single family residence they own and occupy as a permanent residence may be issued a heating permit with the approval of the Heating Inspector.

(b) An electrical contractor licensed by the Wisconsin Department of Safety and Professional Services may install decentralized electrical space heating without a heating contractor's license. The electrical contractor shall submit plans and specifications as required and pay the necessary heating permit fees.

(c) No licensee or Wisconsin HVAC Qualifier Credential holder shall take out a permit for work to be done by anyone except themselves or their regular full-time employees.

(3) HEATING CONTRACTOR LICENSE APPLICATION. A current City of Waukesha Heating Contractor License may be granted to any person who possessed a City of Waukesha Heating Contractor License prior to August 29, 2020 and does not possess a Wisconsin HVAC Qualifier Credential. Contractors who possess a valid Wisconsin HVAC Qualifier Credential are not required to maintain, hold or obtain a City of Waukesha Heating Contractor License. A Heating Contractor license will be issued to applicants upon receipt of all of the following.

(a) A completed application form provided by the Office of Community Development.

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- (b) Proof that the applicant holds a valid state of Wisconsin HVAC Contractor registration.
- (c) A fee of \$50 made payable to the City of Waukesha.
- (d) One of the following:
 - 1. An indemnity bond of \$5,000 with such sureties as approved by the City Attorney.
 - 2. An affidavit confirming that the applicant is protected by sufficient liability insurance.
- (e) Proof that the applicant held a valid City of Waukesha Heating Contractor License prior to August 29, 2020.

(4) LICENSE RENEWAL. (Am. #56-96) (Ren. #1-13) Every Heating Contractor License shall expire on December 31 of each year and may be renewed upon payment of \$40 to the City Treasurer. A renewal notice shall be sent by the Office of Community Development at least 30 days prior to the renewal date. Persons failing to renew their license by the last day of February after the renewal date shall pay \$55 to reinstate their license. Unless they possessed a license authorized by this section on April 23, 1994, persons failing to renew their license by the last day of June after the renewal date are no longer eligible for a Heating Contractor License and must obtain a Wisconsin HVAC Qualifier Credential.